

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
JANUARY 28, 2013 – REGULAR SESSION**

The Board of Island County Commissioners convened in Regular Session at 11:00 a.m. on January 28, 2013 for a Roundtable with Elected Officials and Appointed Department Heads, held in the Board of County Commissioners Hearing Room, Annex Building, 1 NE 6<sup>th</sup> Street, Coupeville, Washington. Other topics for the Regular Session followed at 2:00 p.m. as shown on the agenda. Helen Price Johnson, Chair, Kelly Emerson, Member, and Jill Johnson, Member were present.

ROUNDTABLE WITH ISLAND COUNTY  
ELECTED OFFICIALS AND APPOINTED DEPARTMENT HEADS

[Audio Recording](#)

Together with the monthly departmental roundtable reports by Elected Officials and Appointed Department Heads, agenda items included:

Planning & Community Development – Bob Pederson

*(Handout provided – Local Government Performance Center)*

Kaizen Lean Management – A statewide training program and initiative of the Washington State Auditor's Office, supported by the Governor. Island County's Planning & Community Development Department was chosen as one of three counties in the state to participate. The effort will be discussed further at the Board's next Work Session.

Human Resources – Bruce Rohm

*(Handout provided – Incident/Accident Report Form)*

Timely incident/accident reporting and safety training.

Human Resources – Melanie Bacon and Bruce Rohm

Performance evaluations and merit increases for non-represented employees.

Board of County Commissioners – Commissioner Emerson

*(Handout – Proposed Resolution Changing the Schedule of Monday Regular Meetings)*

Commissioner Emerson proposed to reduce the frequency of the Board's meetings to twice a month, including the scheduling of an evening meeting on the fourth Monday. Elected Officials and Appointed Department Heads were asked by a majority of the Board to provide input as to how such a change would impact their departments.

2013 Roundtable Chair – Mary Engle

Ms. Engle will continue to chair the Roundtable meetings with the help of Mr. Higman as co-chair. The group agreed to continue with monthly Roundtable meetings provided there are agenda items to consider.

*Roundtable adjourned at 12:20 p.m. The next Roundtable is scheduled for February 25, 2013 at 11:00 a.m.*

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
JANUARY 28, 2013 – REGULAR SESSION**

The Board of Island County Commissioners (including Diking Improvement District #4) met at 2:00 p.m. to consider items contained on the agenda. The meeting began with the Pledge of Allegiance.

*Note: To view the video recording of this meeting, go to the County's [website](#) or directly to [the video](#). If you are interested only in a specific topic, click on the timestamp located on [the agenda](#) for that particular issue to hear the discussion.*

**PUBLIC INPUT OR COMMENTS**

*[Documents on file with the Clerk of the Board]*

- Carol Wilkerson
- Garrett Newkirk
- Kathleen Bowen
- Barbara Moran (*Handout*)
- Richard Bowen

**CONSENT AGENDA**

*[Documents on file with the Clerk of the Board]*

Pre-audited bills: \$455,646.87  
 Vouchers: \$1,055,074.48  
 Electronic funds transfers: \$325,425.03  
 Payroll: \$560,189.89  
 Minutes: Regular Sessions – 1/7 and 1/14/13  
               Work Sessions – 12/19/12 and 1/2/13

*2% Hotel-Motel Tourism Sales Taxes*

*Contracts for 2% Hotel Lodging Tax Tourism Promotion – 2013 Program Year*

- Camano Arts Association for 2013 Camano Island Studio Tour. Amount: \$1,250 (RM-BOCC-2012-407)
- Camano Island Chamber of Commerce for Visitor Information Center Tourism Marketing & Fulfillment Program. Amount: \$21,000 (RM-BOCC-2012-408)
- Clinton Chamber of Commerce for Clinton Chamber of Commerce 2013 Projects. Amount: \$4,500 (RM-BOCC-2012-409)
- Coupeville Arts Center dba PNWAS for Production and Mailing of PNWAS brochure. Amount: \$2,900 (RM-BOCC-2012-410)
- Coupeville Chamber of Commerce for Visitor Information Center. Amount: \$21,000 (RM-BOCC-2012-424)
- Coupeville Historic Waterfront Association for Tourism Promotion of MusselFest. Amount: \$1,750 (RM-BOCC-2012-406)
- Design Stanwood for Stanwood Winter Festivals. Amount: \$825 (RM-BOCC-2012-431)
- Freeland Chamber of Commerce for Freeland Visitor Information Center & Visitor Kiosk. Amount: \$21,000 (RM-BOCC-2012-412)
- Greenbank Farm for Help Us "Market the Markets". Amount: \$1,300 (RM-BOCC-2012-405)

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
JANUARY 28, 2013 – REGULAR SESSION**

- Greater Oak Harbor Chamber of Commerce for North Whidbey Tourism Marketing & VIC Operations. Amount: \$21,000 (RM-BOCC-12-419)
- Island Arts Council dba Whidbey Island Arts Council for Off-Island Marketing of the Whidbey Open Studio Tour. Amount: \$2,000 (RM-BOCC-2012-403)
- Island County Historical Society Museum for Tourist Services, Information and Entertainment. Amount: \$6,725 (RM-BOCC-2012-404)
- Island County Public Works/Parks for Marketing and Advertising for Four Springs Lake Preserve. Amount: \$7,000 (RM-BOCC-2012-400)
- Langley Chamber of Commerce for Tourism Promotions, Marketing Fulfillment Program, Visitor Information Center, Accommodation Referral Service & Visitor Information Kiosk at Highway 525 & Langley Road. Amount: \$21,000 (RM-BOCC-2012-425)
- Meerkerk Rhododendron Gardens for Three Seasons at Meerkerk. Amount: \$1,300 (RM-BOCC-2012-440)
- Northwest Agriculture Business Center (NABC) for Whidbey Island Farm Map 2013. Amount: \$1,050 (RM-BOCC-2012-420)
- PBY Memorial Foundation for Off-Island Distribution of Marketing Materials. Amount: \$1,400 (RM-BOCC-2012-402)
- Penn Cove Water Festival for 2013 Penn Cove Water Festival. Amount: \$1,500 (RM-BOCC-2012-401)
- Trust Board of Ebey's Landing National Historical Reserve for Jacob Ebey House Visitor Centre and publication of "Farms of Whidbey" brochure. Amount: \$10,000 (RM-BOCC-2012-399)
- Whidbey Island Conservation District for Whidbey Island Farm Tour 2013. Amount: \$1,500 (RM-BOCC-2012-426)

**Budget**

Schedule Public Hearing: Resolution C-04-13 Amending the 2012 Island County Budget. As required by state law, a public hearing is required on the proposed resolution amending the 2012 budget. The Auditor's Office has advised that Accounting is required to record in the financial statements the federal and state grant revenues and landowner donations used to fund the acquisition of farmland conservation easements in late December 2012. The proposed resolution reflects these budget increases. Date & Time: February 11, 2013 at 10:15 a.m.

**Facilities**

Resolution C-03-13 Sale or Disposal of Surplus County Property. The resolution authorizes vehicles to be sold or disposed of in accordance with Island County Code Chapter 2.31

**Human Resources - Personnel Action Authorization**

<u>Department</u>	<u>PAA#</u>	<u>Description</u>	<u>Position #</u>	<u>Action</u>	<u>Eff Date</u>
Clerk	009/13	Deputy Clerk I	24250006	Replacement	01/31/13

**Public Health**

- Contract Amendment with WA State Department of Health – 2012-2014 Consolidated Contract; Amendment adds \$12,446 to the Beach Monitoring Program, adds \$460,000 to the EPA NEP Pollution & Identification (PIC) Program, adds \$28,667 to the Maternal & Child

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
JANUARY 28, 2013 – REGULAR SESSION**

Health Block Grant, adds \$22,000 to the Group A Drinking Water Program, adds \$8,505 to the Immunization & Child Profile Program, adds \$10,000 to the Performance Management QI Program, and adds \$8,428 to the WIC Nutrition Program. Contract No. C16886, Amendment No. 6; Contract Amount: \$1,488,714, Amendment Amount: \$552,546 (RM-2012-HLTH-460)

- Contract with Edquist Davis Exhibits, Inc. – Freeland Park Educational Exhibit. Contractor to design an educational interactive exhibit for Freeland Park. Will educate about water pollution, watersheds, & effects of choices on shellfish beds & swim beaches. Contract No. HD-02-13; Contract Amount: \$14,995 (RM-2013-HLTH-12)
- Contract Collection Agreement with Whidbey Island Bank for On-Site Repair Financial Assistance Program (Smith)
- Contract Collection Agreement with Whidbey Island Bank for On-Site Repair Financial Assistance Program (651 Group, Inc.)
- Contract Collection Agreement with Whidbey Island Bank for On-Site Repair Financial Assistance Program (Maloney)
- Sublease Agreement with South Whidbey Parks and Recreation District for office space in South Maxwelton Road building; Amount: \$443.32/month (RM-HLTH-2013-3)

Public Works - County Roads

- Certification of 2013 Road Levy & Estimated Revenue Produced – Annual Report due to County Road Administration Board (CRAB)
- Contract Extension No. 2 – Zumar Industries, Inc.; Time Extension to February 21, 2014 (RM-PW-2013-7) (PW-1320-001)
- Agreement – Darrell & Paula Barber Coburn; Stormwater Mitigation; Lot 1, Block 4, Plat of Holmes Harbor Golf & Yacht Club, Division 7; Sec.3, Twp 29N, R2E (RM-PW-2013-6) (PW-1320-003)
- Schedule Public Hearing – Franchise #292R - Mark & Bonnie Greene; Renewal of existing water distribution system located in portions of County rights-of-way known as Campbell Road, Olmstead Road and Bob Galbreath Road; Secs. 14/23, Twp 29N, R 3E. Date and time: February 25, 2013 at 2:15 p.m.
- Schedule Public Hearing – Franchise #295R – David Christian Henny; Renewal of existing water distribution system located in portions of County rights-of-way known as Sunlight Shores Lane, and Bayview Road; Secs. 19/20, Twp 29N, R 3E. Date and time: February 25, 2013 at 2:15 p.m.
- Schedule Public Hearing – Franchise #412 – Richard & Susan Stables; Transfer of Franchise #374 from James Davis for existing water distribution system located in portions of County rights-of-way known as Larson Drive, and Sunday Drive; Sec. 5, Twp 33N, R 2E. Date and time: February 25, 2013 at 2:15 p.m.
- Schedule Public Hearing – Franchise #413 – Cedarhearth Water System, Inc.; Transfer and renewal of Franchise #178 from Wildwood Water Works, Inc. for existing water distribution system located in portions of County rights-of-way known as Hearth Court, Henni Road, and Jones Road; Sec. 7, Twp 33N, R 2E. Date and time: February 25, 2013 at 2:15 p.m.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
JANUARY 28, 2013 – REGULAR SESSION**

Solid Waste

- ~~Agreement – Whidbey Animal's Improvement Foundation (WAIF); Recycled Materials Store; re-use/re-cycle sellable items; Compensation/Payment – \$5,000 for start-up costs. (RM-SW-2012-382) (SW-2013-5) MOVED TO THE REGULAR AGENDA~~
- Interlocal Agreement for Solid Waste – City of Oak Harbor; Agreement for Solid Waste Services (RM-PW-2012-276) (PW-1220-112)
- Application – WA State Department of Ecology; Community Litter Cleanup Program; On-going grant request for funding for cleanup of beaches, parks and roads; July 1, 2013 – June 30, 2015; Amount: \$54,000 (DOE)

Superior/Juvenile Court

Professional Services Agreement with Allen R. Emerson and Associates to provide professional services as a Pro Tem Court Reporter; Term: 1/1/2013 to 12/31/2013; Amount: \$190/day; \$95/half day (4 hours or less) (RM-SC-2013-2)

WSU Island County Extension

Amendment No. 1 to Grant Agreement between Island County, through its Marine Resources Committee and Northwest Straits Foundation, providing ongoing support for the Cornet Bay Restoration Project through October 2015 using Oak Harbor Mitigation Funds. Amount: \$6,000 (RM- WSU-2012-453)

**ACTION TAKEN:**

**Motion by Commissioner Emerson to approve the Consent Agenda with the exception of Item 39, moved to the Regular Agenda, second by Commissioner Johnson. Motion carried 3-0**

REGULAR AGENDA

*[Documents on file with the Clerk of the Board]*

Solid Waste

Agreement – Whidbey Animal's Improvement Foundation (WAIF); Recycled Materials Store; re-use/re-cycle sellable items; Compensation/Payment - \$5,000 for start-up costs. (RM-SW-2012-382) (SW-2013-5) *MOVED FROM THE CONSENT AGENDA TO THE REGULAR AGENDA*

Dave Bonvouloir, Solid Waste Manager, along with Jerry Mingo, Recycling/Hazardous Waste Coordinator, provided an overview of WAIF's Recycled Materials Store. They explained the RFP process and indicated that no money will be expended from County funds except for the initial \$5,000 from Solid Waste for the no-cost operation.

**ACTION TAKEN:**

**Motion by Commissioner Johnson to approve the Agreement with Whidbey Animals Improvement Foundation (WAIF) for the Recycled Materials Store, second by Commissioner Emerson. Motion carried 3-0**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
JANUARY 28, 2013 – REGULAR SESSION**

*Commissioners*

*Consider Appointments and/or Re-Appointments to Various Boards and Committees*

Recommendation of Appointment to the Island County Planning Commission, Position #3 (District 1)

**ACTION TAKEN:**

**Motion by Commissioner Price Johnson to appoint Val Hillers to the Island County Planning Commission, Position #3 (District 1), second by Commissioner Emerson. Motion carried 3-0**

PUBLIC HEARINGS

*[Documents on file with the Clerk of the Board]*

None scheduled

COMMISSIONERS COMMENTS AND ANNOUNCEMENTS

*Commissioner Emerson*

- Will interview Tuesday on Camano Island candidates for the available position in the Commissioners' office, Camano Annex, upon Ms. Kappel's retirement. The Board authorized Commissioner Emerson to make an offer to the successful candidate if the interviewing team can reach a unanimous decision.
- Conflict for next Monday's Board meeting and not able to participate
- Firearms prohibited in Island County Parks per Island County Code 9.40.320 - will bring to Work Session on February 6<sup>th</sup> for discussion
- Mandatory recycling in Island County will be revisited at Work Session on February 6th

*Commissioner Johnson*

- Will tour Ebey's Reserve this Friday
- Last week spent time at the Oak Harbor Road Shop
- Opportunity Council – Washington Weatherization Program for low income families – would like Board support for a letter she will draft
- Requested that the February 6 Work Session include a conversation on the Open Public Meetings Act

*Commissioner Price Johnson*

- Will be in Olympia Wednesday and Thursday next week for Washington Association of Counties Legislative Steering Committee meeting
- Will present at the Sound Waters Conference on Saturday February 2<sup>nd</sup>

Executive Session Announced

At 2:45 p.m. Commissioner Price Johnson announced that the Board would recess then meet in Executive Session at 3:00 p.m. as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The Executive Session would be held in Room 211 of the

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JANUARY 28, 2013 – REGULAR SESSION**

County's Administration Building, was expected to last approximately 30 minutes, with no announcement anticipated in open public session.

At 3:00 p.m. the Board immediately went into Executive Session with legal counsel.

There being no further business to come before the Board the meeting adjourned at 3:30 p.m. following Executive Session. The Board will meet next in Regular Session on February 4, 2013 beginning at 10:00 a.m.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Helen Price Johnson, Chair

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Kelly Emerson, Member

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Jill Johnson, Member

ATTEST:

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Elaine Marlow, Clerk of the Board